



**Northumberland**  
Wildlife Trust



# **Nature Connection Officer**

(Delivering a programme targeted at  
16-24-year-olds)

## Information Pack

### **Contact Details:**

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## Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

## Our vision and strategic objectives

### A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

### We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

### We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT



## We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

[www.nwt.org.uk](http://www.nwt.org.uk)

[www.wildlifetrusts.org](http://www.wildlifetrusts.org)

### **Equality, Diversity and Inclusion (EDI) and Safeguarding:**

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see [Our commitment to Equality, Diversity & Inclusion \(EDI\) | The Wildlife Trusts](#)

For more information about our safeguarding commitment, please see [Safeguarding Commitment Statement\\_0.pdf \(wildlifetrusts.org\)](#)

### **Disability Confident Committed:**

We aim to offer an interview to disabled people who meet the minimum criteria (e.g. Essential skills). This is to encourage positive action. It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example, if there are a high volume of applications. In these circumstances the employer could select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as they would do for non-disabled applicants.



## Nature Connection Officer – Championing Nature

[Championing Nature](#) is a six-year programme designed to create lasting connections between people and nature in urban communities. Funded by The All England Lawn Tennis Club and Emirates, it is being delivered by four Wildlife Trusts across the UK, including Northumberland Wildlife Trust.

At Northumberland Wildlife Trust, Championing Nature launched in June 2025 and focuses on Newcastle and the urban fringe of North Tyneside and Northumberland. It brings together education, family holiday activity and targeted youth engagement.

The Nature Connection Officer leads on the coordination and development of nature-based opportunities for young people aged 16–24. The role supports young people at a key life stage to connect with nature, improve wellbeing, build confidence and skills, and feel part of the environmental movement, while creating clearer pathways into further involvement or careers in the sector.

The programme has been co-designed with local 16-24-year-olds through workshops, surveys and pilot activities delivered in 2025. Young people told us they want fun, hands-on and social activities that support wellbeing and creativity, alongside accessible, youth-led opportunities that reduce barriers to participation and help everyone feel safe and welcome.

Building on this work, the Nature Connection Officer will deliver an engaging programme of events and activities, with scope to continually innovate and adapt based on participant feedback and emerging opportunities. The aim is to ensure the programme remains relevant, inclusive and inspiring.

Through their involvement, young people should strengthen their connection to nature, develop conservation knowledge and gain transferable skills such as communication, leadership and problem-solving. The programme also supports Northumberland Wildlife Trust to strengthen relationships with emerging adults, improve progression routes and embed more inclusive youth practice across the organisation and the wider sector.

### Information for applicants

To apply for the position of Nature Connection Officer, please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by the specified deadline.

**Please note, CVs and/or covering letters will not be accepted.**



If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.

## Job specification

### Post title

Nature Connection Officer (Delivering a programme targeted at 16-24-year-olds)

### Location

NWT offices in St Nicholas Park, Gosforth and remote working

### Responsible to

Responsible to Communities and Nature Manager

### Responsible for

- Volunteers
- Potential future placements, trainees and interns

### Internal relationships

- Other staff delivering projects within Championing Nature at NWT
- Other teams in NWT
- NWT volunteers and Young People's Forum
- Trustees/NWT staff

### External relationships

- Community organisations and groups, schools, universities
- Staff involved in Championing Nature at London Wildlife Trust, Lancashire, Manchester and North Merseyside Wildlife Trust, Birmingham and Black Country Wildlife Trust
- Staff at All England Lawn and Tennis Club and Emirates involved in Championing Nature
- Contractors (e.g. videography, external evaluators)

### Main responsibilities

#### Activity Delivery

- Deliver and continuously develop a programme of nature-based activities tailored to the needs and interests of 16–24-year-olds. Examples of this include: guided nature walks, urban gardening, practical conservation, green social spaces, tree planting, nature and wellbeing activities, green career events.



- Due to feedback of participant availability, weekend and evening work will be expected with a minimum of one evening and/or one Saturday/Sunday per week.
- Build trusting, supportive relationships with young people and ensure activities are inclusive, safe, and empowering.
- Explore new opportunities that Northumberland Wildlife Trust could offer 16-24-year-olds.
- Ensure safeguarding, health and safety, and risk assessments are embedded in all activities.

### Partnership & Networking

- Develop and maintain strong relationships with charities, community groups, and partner agencies relevant to project.
- Work collaboratively with partners to co-deliver activities.
- Represent the project at meetings, events, and local networks. This will include attending meetings twice a year across the UK with the project staff across the four Wildlife Trust's involved in Championing Nature to share learnings and co-develop best practice (expenses covered).

### Volunteer Involvement

- Recruit, support, and coordinate volunteers to assist with project activities, targeted at those aged 16-30-years-old.
- Provide clear guidance, supervision, and ongoing support to volunteers.
- Ensure volunteers feel valued and confident in their roles.
- Support the Young People's Forum alongside NWT's Eco Mentor Youth Worker and Education Officer, including coordinating meetings and campaigns.

### Monitoring, Evaluation & Reporting

- Collect feedback from young people, volunteers, and partners.
- Monitor outcomes and measure impact against project aims.
- Produce clear, timely reports for funders including case studies and data.
- Sharing learning with wider Championing Nature Programme.

### Budget & Administration

- Manage the project budget, ensuring effective and transparent use of funds with support from Communities and Nature Manager.
- Track expenditure and contribute to financial reporting.
- Maintain accurate project records and documentation.

### Communications:

- Work with Communications and Marketing team to enhance the project's social media presence to promote activities and celebrate achievements.



- Create engaging content (posts, photos, short updates) in line with safeguarding and consent policies.
- Manage and continue to develop an online communication channel (Discord).
- Work with external photography and videography contractors to create inspiring, authentic content, including two videos per year.
- Support wider communications and outreach to attract participants and partners.

#### **Other responsibilities**

- To act as an advocate for NWT and its values.
- Attend NWT/partner staff, departmental and supervisory meetings as needed.

#### **Salary band**

Scale C per annum – currently beginning C1 £26,195

#### **Contribution to personal pension**

5% of salary conditional on 5% being paid by pension holder and after probationary period.

#### **Holidays**

22 days per year, plus discretionary days at Christmas. After three years' service, an additional day's leave will be awarded for each year worked, up to a maximum of 5.

#### **Hours**

The post is full time (35 hours/week). Due to feedback of participant availability weekend and evening work will be expected with a minimum of one evening and/or one Saturday/Sunday per week.

#### **Car & travel**

A full UK driving licence and the confidence to drive fleet vehicles is essential. Access to own transport is also preferable, for which mileage is reimbursed.

#### **Contract, probation & notice**

The job will start on 1<sup>st</sup> April 2026 and is offered for one year until 31<sup>st</sup> March 2027, with the possibility of extension. There is a probationary period of 3 months. A minimum of 4 weeks' notice is required from either party. This post will be subject to a DBS check.



## Person specification

### Knowledge, skills & attributes

#### Essential

- Ability to plan and deliver engaging, participant-led activities, including outdoor or nature-based sessions.
- Passion for nature, climate action and supporting young people to connect with and take action for the environment.
- Strong communication and relationship-building skills with young people, partners and volunteers.
- Understanding of safeguarding, health & safety, and equality, diversity and inclusion.
- Good organisational skills, with the ability to manage multiple tasks and priorities.
- Confidence using IT systems and digital media, including Microsoft tools and social media.
- Willingness to work evenings and weekends as required.
- Knowledge of project area and communities within it - Newcastle and urbanised areas in North Tyneside and Northumberland.

#### Desirable

- Knowledge of outdoor learning, conservation or nature-based activities.
- Knowledge of budget management and funder reporting.
- Knowledge of ecological surveying, species identification or the nature conservation sector.

### Experience

#### Essential

- Experience of working with young people or communities, particularly underrepresented or disadvantaged groups.
- Experience delivering outdoor learning, conservation or nature-based activities.
- Experience of developing and delivering activities or projects that respond to participant needs and feedback.
- Experience of building positive, trusting relationships with participants, partners or volunteers.

#### Desirable

- Experience managing budgets or contributing to financial reporting.
- Experience using Discord social media platform.



## Qualifications

### Essential

- Full current UK driving license.

### Desirable

- Recent training in safeguarding.
- Youth work qualification, coaching/mentoring, event organisation qualification or equivalent experience.

## Personality

### Essential

- Positive, enthusiastic, self-motivated and well organised.
- Warm, approachable and able to build rapport with young people.
- Creative, flexible and responsive to young people's ideas and voices.
- Resilient and solutions-focused, able to adapt to changing priorities.
- Strong commitment to the values and aims of Northumberland Wildlife Trust.
- Belief in young people's strengths, potential and ability to shape positive change.

